

MANUAL: FOM 801 , Health Services for Children in Foster Care	JOB AID Children's Foster Care
SUBJECT: Process Flow for Initial Medical Exams	05/2018 New Issue
Contact Office: Child Welfare Medical Unit Leslie Adams (517) 335-0988 AdamsL4@michigan.gov	Partial Revision Complete Revision

The initial medical examination process was developed by the Timely Medical Exams for Foster Youth project. The new process was approved by sponsors, Steve Yager, previous Director of Children's Services Agency and Chris Priest, Director of Medical Services Administration in 2016. While the initial medical exam process includes the CPS and foster care worker, the HLO takes a lead role when children enter foster care. In the new process*:

- 1) CPS worker notifies the HLO within one business day when a child is removed from a parent's home and provides:
 - Name of the child,
 - MiSACWIS ID number,
 - Date of removal
 - Placement name, address and phone number.
- 2) Within 2 business days (from removal), the HLO contacts the placement provider to:
 - Discuss required health appointments, insurance and medical provider information.
 - Assist with the scheduling of the 30-day medical examination.
- 3) Within 5 business days, the HLO contacts the placement provider to ensure an appointment was scheduled. If one has not been scheduled, the HLO schedules the appointment and notifies the foster care worker of the appointment date and time. The foster care worker follows up with the placement provider and also invites the birth parent to the appointment unless there are safety concerns.
- 4) The foster care worker involves the HLO if a barrier occurs that may impede the completion of the medical exam.
- 5) The HLO reviews MiSACWIS to ensure that documentation of required examination is entered.

See Process Map with sequence of actions, responsible staff, and time frames on following page.

*From CI 16-143, Health Liaison Officer Reporting Structure and Position Description Update

Process Flow Map

